

## **APPENDIX**

### **NIH Administrative Internship Programs Awards Nomination Form**

#### **Guidance:**

All Intern Award nominations must be submitted on the form provided. Forms must be submitted electronically and may be filled out in PDF format. The Intern Awards Nomination Form may be found at the following website: <http://trainingcenter.nih.gov/Internawards>. Send completed forms to the ATC Executive Secretary at [Internawards@mail.nih.gov](mailto:Internawards@mail.nih.gov). Completed nomination forms are due by 5pm on the due date.

It is recommended that the nomination package be saved in the following format: Nominee Name-Award Category-Date. [Example: JSmith-Intern Leader-2011]

Anyone making a nomination is encouraged to review the NIH Administrative Internship Programs Awards Handbook to ensure the nomination description of the nominee's accomplishments meet the Award criteria. A summary chart of the awards categories and criteria for each can be found in the handbook. The Handbook contains further information and guidelines regarding the various awards. Please note, not following the guidelines may impact the rating of the nomination. Questions can be submitted to the ATC Executive Secretary at [Internawards@mail.nih.gov](mailto:Internawards@mail.nih.gov).

A well written nomination contains specific examples of the nominee's accomplishments and contributions to effectively supporting organizational objectives during the internship. Cited actions, their impact and significance are important and should be stated clearly. Providing detailed descriptions and information about the significance and impact of the nominee's actions helps the nomination committee adequately assess and evaluate the information against the specified award criteria.

Examples of characteristics a nominee might possess are provided in the handbook. These descriptions are provided as examples to illustrate behaviors that might merit a nomination. The nomination statement does not need to address all these examples

#### **Tips:**

Review the Handbook in detail and specifically note the summary chart to ensure eligibility. Use clear, concise statements in the nomination statement and spell out all acronyms. Avoid statements that describe personal beliefs or philosophies. Use neutral language - the actions should speak for themselves. Wherever possible, quantify/qualify the nominee's accomplishments with specific examples.